

July 24, 2026

Development Officer

Purchase of Service Contract

The Cross-Cultural Community Services Association (TCCSA) is seeking an independent contractor to serve as a Development Officer under a Purchase of Service Contract for a term of up to 12 months.

Working under the direction of the Board of Directors and in close collaboration with the Executive Director, the Development Officer will provide administrative support for sponsorship initiatives, coordinate fee-based programs through the Self Enhancement Learning Centre (SELC), provide administrative support for Board meetings, and assist with special projects. The contractor will also support stakeholder engagement and community outreach activities that contribute to TCCSA's organizational development, including initiatives related to the potential establishment of a new office in Richmond Hill.

Contract Details and Terms of Engagement

Contract Type	Purchase of Service (Independent Contractor)
Contract Duration	Up to 12 months
Contract Fee	\$1,500 per month
Contract Terms	This is an independent contractor engagement. The successful contractor is responsible for managing their own work schedule, delivering the agreed-upon services, and maintaining appropriate records, providing periodic progress updates to the Board of Directors and Executive Director, and is responsible for all applicable taxes and statutory remittances. Any approved business-related expenses will be reimbursed in accordance with TCCSA policies.

Scope of Services

Board & Partnership Support

- Provide administrative support to the Board of Directors in sponsorship, partnership initiatives, and stakeholder engagement initiatives;
- Prepare sponsorship information packages, presentations and promotional materials;
- Coordinate meetings with prospective sponsors, employers, and other stakeholders;
- Support employer engagement initiatives by identifying prospective employers and assisting in the development of relationships with employers and industry representatives to strengthen TCCSA's programs, services, and organizational partnerships;
- Follow up on action items and maintain sponsorship and partnership records;
- Assist in planning and coordinating initiatives related to TCCSA's organizational growth, including preliminary planning, stakeholder engagement, and community outreach activities supporting the potential establishment of a new office in Richmond Hill.

SELC Program Coordination

- Coordinate the planning and delivery of SELC fee-based programs;

- Manage registrations, participant enquiries, program logistics, and related administrative processes;
- Attend and support SELC classes, and promotional activities as required;
- Research community needs, and assist in developing, promoting, and expanding SELC fee-based programs and services based on identified opportunities.

Board Meeting Support

- Prepare Board meeting materials and coordinate meeting logistics, including scheduling meetings, sending meeting notices and reminders, confirming attendance, arranging meeting venues, and coordinating dinner boxes as required;
- Attend Board meetings as required, prepare minutes and follow up on Board action items.

Qualifications

- College diploma or university degree in Business, Marketing, Communications, Community Development, Social Services or a related field;
- Knowledge of human resources administration is an asset;
- Excellent organizational, interpersonal, written, and verbal communication skills;
- Ability to perform detailed planning, information analysis, and report preparation;
- Ability to work independently and manage multiple priorities while maintaining accuracy;
- Demonstrated ability to coordinate meetings, maintain accurate records, and manage confidential information;
- Demonstrated ability to build and maintain positive relationships with community partners, and stakeholders;
- Proficiency in written and spoken English and Chinese (Cantonese and/or Mandarin is an asset);
- Experience with Microsoft 365, Google Workspace, Zoom, and other video conferences, that facilitate work and communication, knowledge in graphic software such as Canva is an asset;
- Experience in program coordination, community engagement or the non-profit sector is an asset;
- Ability to travel within the Greater Toronto Area (GTA) is required.

Timeframe

The deadline for applications will be July 31, 2026. The successful contractor will start in August 2026.

The application should include the detailed C.V. of the applicant with specific/related tasks carried out and two references contacts.

Please submit your application to:

Executive Director
The Cross-Cultural Community Services Association
3636 Steeles Avenue East, Unit 213A
Markham, Ontario L3R 1K9
Or email to: recruit@tccsa.org

We thank all applicants but regret that only candidates short-listed will be contacted.